



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 30th MEDICAL BRIGADE
APO AE 09042

AETV-MB

14 July 2005

MEMORANDUM FOR BRIGADE PERSONNEL

SUBJECT: Policy Memorandum #1, Brigade Commander's Open Door Policy

1. Reference, Army Regulation 600-20: Chapter 2, Army Command Policy, 13 May 2002.
2. Soldiers are responsible to ensure that the commander is made aware of problems that affect discipline, morale, and mission effectiveness. An open door policy allows members of the command to present facts, concerns or problems of a personal nature, or other issues which the Soldier has been unable to resolve.
3. I encourage all Soldiers to use the chain of command as the primary means to voice concerns and help solve problems. However, if a Soldier chooses not to use this means, or feels that his concerns have not been adequately addressed, he or she may make an appointment to see me.
4. Commanders will establish an open door policy within their commands. The timing, conduct, and specific procedures of the open door policy are determined by the commander. He or she is responsible for ensuring that Soldiers are aware of the command's open door policy.
5. Appointments can be made by calling the BDE SGS, Adjutant or Secretary at 371-2828.

VICTORY MEDICS - ONE TEAM!


STEVEN W. SWANN
COL, MC
Commanding